

~~C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y~~

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

2 December 1958

STATINTL

SUGGESTION NO. 59-162: dated 28 October 1958

[REDACTED], GS-3, Records Officer
RID, DD/P

A. Summary of Suggestion

Suggester proposes that the Records Center stamp used by Records Integration Division be amended to include "Box No.". The present stamp has "Job No." only.

B. Summary of Evaluations

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On 20 November 1958, [REDACTED] for Chief, RID, stated:

"This suggestion is considered worthwhile and will be adopted for use in the RID/File Section.

"Under present procedures, it is necessary to check each page of a Records Shelf List, Form 140a, to ascertain the box in which a document is filed. The shelf list normally consists of three pages which means that up to three pages of the list have to be checked to determine the box number in which a document is located. Under the recommended procedure, only the Records Center location will have to be checked before the document can be retrieved.

"RID cannot estimate the tangible savings which will result from this suggestion. The suggestion is a modification of existing procedures which will be of slight benefit with local application."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-3, Records Officer)
2. \$25-50 award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

Adopted 25 Award Letter of Appreciation

Not Adopted

(1)

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